

Fee must be received before reservation is scheduled.



COMMUNITY CENTER

204 Topeka Avenue

The Lyndon City Council will set all policy and guidelines for using the facility. Individuals or organizations requesting use of the Community Center are required to complete and sign the Facility Rental Agreement, and return with fee/deposit.

- Reservation is not considered as held until rental fee has been paid.
(For holiday cancellation, please note that the fee will not be returned, unless another rental is made for that date.)
- The request will be reviewed by the City; if approved, the requested time and date will be reserved for the requesting agent.

PROCEDURE TO RESERVE:

Contact the city office during normal business hours.

City Hall is located at 730 Topeka Avenue, Lyndon, KS. Phone number is (785) 828-3146.

Business hours are: Monday - Friday, (except holidays) 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m.

The key must be returned to City Hall, 730 Topeka Avenue, by 9:00 a.m. the following day, either by putting it in the drop box (drive-through area on south side of building) or returning the key in person. The building will be inspected following each use, and record of use kept on file at the city office.

FEE & DEPOSIT: The attached Rental Fee and Deposit Schedule shall be used.

- The rental fee must be paid in full at the time reservation is made.
- The damage deposit must be paid before a key can be picked up.
- The damage deposit will be held until inspection is conducted by city staff; amount of deposit will be determined and refunded based on compliance with clean-up/general use guidelines.

REFUND: The rental fee may be refunded with ten (10) days prior notification of cancellation, except holiday weekends, unless the center is subsequently rented.

ALCOHOL:

- No kegs allowed, because of the carpet.
- Consumption permitted only inside the Community Center.
- Agreement signed by the City Clerk or the Deputy Clerk. Agreement to be issued after evaluation of the proposed event and suitability of alcohol consumption and may include further restrictions. The denial by the City Clerk's office may be appealed to the City Council at the next regularly scheduled Council meeting.
- There shall be NO entrance fee or cover charge to those attending the event.
- There shall be NO sales of beer or alcohol in the building or on the grounds.
- Furnishing alcoholic liquor or cereal malt beverage to a minor is a Class B misdemeanor for which the minimum fine is \$200.
- Possession or consumption by a minor is prohibited. No person under 21 years of age shall possess, consume, obtain, purchase, or attempt to obtain alcohol or beer.

SMOKING: "No Smoking" regulations shall apply at all times inside the building. Please dispose of cigarette and cigar butts properly and do not throw them on the ground.

CURFEW: The Community Center must be vacated by 11:00 p.m., unless renter has received written consent of the governing body.

RENTAL FEE AND DEPOSIT SCHEDULE

Your reservation is not firm on the Community Center Calendar until rental fee has been paid. The scheduling of the Community Center will be limited to the operating hours of City Hall. All scheduling will be approved by the City. Individuals or organizations requesting the use of the Community Building are required to complete a facility rental agreement and pay the applicable rental fees and deposit. If fees and deposits are not received prior to the event, the requested dates will be re-opened and made available to other renters.

Civic Organizations – Mon-Fri: *Damage deposit shall be posted before key is picked up*
\$75 for Non-Alcohol Use / \$275 for Alcohol Use

- \$20 up to 3 hours (refreshments)
- \$25 up to 3 hours (dinners/cookouts)
- \$35 3-5 hours
- \$45 5+ hours
- ***Social Use fees apply on weekends/holidays***

LOCAL USE - FEE SCHEDULE:

Social Use: *Damage deposit shall be posted before key is picked up*
\$75 for Non-Alcohol Use / \$275 for Alcohol Use

- \$30 up to 3 hours (refreshments)
- \$40 up to 3 hours (dinners/cookouts)
- \$45 3-5 hours
- \$65 5+ hours

Commercial Use: *Damage deposit shall be posted before key is picked up*
\$75 for Non-Alcohol Use / \$275 for Alcohol Use

- \$105 (flat fee) for any portion of the day

OUT OF TOWN USE - FEE SCHEDULE:

Social Use: *Damage deposit shall be posted before key is picked up*
\$75 for Non-Alcohol Use / \$275 for Alcohol Use

- \$45 up to 3 hours
- \$55 3-5 hours
- \$75 5+ hours

Commercial Use: *Damage deposit shall be posted before key is picked up*
\$75 for Non-Alcohol Use / \$275 for Alcohol Use

- \$130 (flat fee) for any portion of the day

RECREATION COMMISSION EXCEPTION TO USE FEE

The governing body of Lyndon recognizes the importance and need for recreational activities for children and adults in the community. To that end, the City of Lyndon agrees to waive use fees on the Lyndon Community Center for all activities sponsored and run by the Lyndon/USD421 Recreation Commission. PROVIDED THAT said recreation commission does not charge members of the community to participate in said activity. The recreation commission shall still be responsible for posting a damage deposit pursuant to the damage deposit schedule for all community center users.

HOLIDAY WEEKENDS - *Generally includes Friday, Saturday, Sunday, and Monday.*

- New Year's Eve/New Year's Day
- Memorial Day
- Independence Day (July 3rd, 4th, 5th)
- Labor Day
- Christmas Day/Weekend before and weekend after

GENERAL USE GUIDELINES

The community center kitchen is equipped with:

- full-size refrigerator
- electric range
- microwave oven
- garbage disposal (no bones, grease, or corn cobs)
- two 30-cup coffee pots and one 10-cup coffee pot
- cutting boards are available (please do not cut anything directly on counters)
- one upright vacuum, a broom and dust pan, mop, as well as various cleaning supplies
- eight 8-ft tables, 55 metal folding chairs.

There are two restrooms, each stall is designed for handicap use, and paper products are included.

You should bring your own utensils, measuring cups/spoons, pans, dishes, etc. A few potholders have been donated for kitchen use.

Please bring your own towels and dish cloths to use for clean up as these are no longer provided.

Trash bags are available in the lower first cabinet below the countertop next to the kitchen door. Please bag trash from the restrooms, large room, and kitchen, and place in the poly cart just outside the north door. Put new liners in the trash cans, and place the two large trash cans beside the refrigerator in the kitchen.

Cleaning supplies are available, inside the upper cupboard to the left of the kitchen sink, or in the storage closet where the central vacuum is located.

Tables and chairs are provided. It is the renter's responsibility to set them up and make sure they are clean before putting them away.

Please do not tape, nail, or thumb tack anything to walls or trim.

Do not remove any items from building other than your own.

Lock all doors when leaving the building and insure that all windows are shut and locked.

City Council approval may be required for the distribution of certain materials.

****Also see attached Clean-up Checklist***

COMMUNITY CENTER – FACILITY RENTAL AGREEMENT

Complete this page and return with rental fee. Your date is not held until fees are received.

Renter's Name: _____

Address: _____

City/Zip: _____

Phone #: _____

Organization: _____

Type of Activity: _____

Please pick up your key the previous working day prior to scheduled event, during normal working business hours.

There will be a \$5.00 fee for all after-hours pick-up.

Availability of after-hours pickup is at the discretion of the City Clerk.

Type of Use: Civic / Social / Commercial

Local / Out of Town

Date of Use: _____
Mo. Day Yr.

Day of week: _____

Hours: _____ a.m./p.m. to _____ a.m./p.m.

Up to 3 hours _____

3 to 5 hours _____

More than 5 hours _____

Rental Fee: \$ _____

\$75 Deposit on file: ☐ Yes ☐ No

(If usage exceeds agreed time indicated, any additional hourly fee will need to be paid **with** return of key).

Alcohol Consumption Use: ☐ Yes ☐ No

\$200 Deposit on file: ☐ Yes ☐ No

I, _____, have read the agreement and clean-up procedures, and hereby agree to comply with all policies and guidelines for using the Lyndon Community Center.

I understand that my damage deposit of **\$75** and/or an **additional \$200** damage deposit for alcohol use events, will not be returned until the city inspection has been completed and it is determined that I am not responsible for any damages.

I also agree that if, during the period I am responsible for the Community Center there are damages that exceed my damage deposit, I will pay those costs upon assessment. **UNAUTHORIZED** consumption of alcohol may result in the loss of the damage deposit.

Signed:

Name

Date

Alcohol Consumption Use: ☐ Approved ☐ Denied

City Clerk/Deputy Clerk

Date